

**APPROVED 9/3/2002**

State of Texas  
Records Retention Schedule

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4/30/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series  
Item #

5. Agency  
Item #

6. Records Series Title

7. RETENTION PERIOD  
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

\_\_\_ ORIGINAL SUBMISSION  
\_\_\_ RECERTIFICATION  
\_\_\_ REPLACEMENT PAGE  
\_\_\_ ADDENDUM PAGE

412 - ALZHEIMER'S DISEASE AND RELATED DISORDERS PROGRAM											
1.1.007	3955	CORRESPONDENCE, ADMINISTRATIVE	3		3	O	R	P	X		
1.1.008	3956	CORRESPONDENCE, GENERAL	1		1	O		O		PAPER, ELECTRONIC	
1.1.024	3957	PLANNING RECORDS	AC+3		AC+3	O	R	P			
1.1.040	3962	REPORTS & PAPERS - CONFERENCE	2		2	O	R	P			
1.1.040	3963	SPEECHES	2		2	O	R	P			
1.1.043	3964	TRAINING MATERIALS	US+1		US+1	O		P			
1.1.057	499	TRANSITORY INFORMATION	AC		AC	O		O		PAPER, ELECTRONIC/AC=PURPOSE OF RECORD HAS BEEN FULFILLED.	
1.1.058	1390	MEETING AGENDA	PM		PM	O	A	P		BOARD APPOINTED BY TEXAS DEPARTMENT OF HEALTH	
1.1.058	1391	MEETING MINUTES - OFFICIAL MINUTES OF STATE BOARDS, COMMITTEES, COMMISSIONS, ETC. WHETHER TEMPORARILY OR PERMANENTLY CONSTITUTED.	PM		PM	O	A	P		ADVISORY BOARD APPOINTED BY TEXAS DEPARTMENT OF HEALTH	
1.1.058	3958	MEETING AGENDA	PM		PM	O	A	P		BOARD APPOINTED BY GOVERNOR, LIEUTENANT GOVERNOR, & SPEAKER OF THE HOUSE	
1.1.058	3959	MEETING MINUTES - OFFICIAL MINUTES OF STATE BOARDS, COMMITTEES, COM- MISSIONS, ETC; WHETHER TEMPORARILY OR PERMANENTLY CONSTITUTED	PM		PM	O	A	P		ADVISORY BOARD APPOINTED BY GOVERNOR, LIEUTENANT GOVERNOR, & SPEAKER OF THE HOUSE	
1.1.064	4007	PERFORMANCE MEASURES DOCUMENTATION	FE+3		FE+3	O		P	X		
1.1.067	3961	REPORTS - ADMINISTRATIVE	3		3	O	R	P			
1.1.067	3965	REPORTS - CONSULTANTS & COMMITTEES	3		3	O	R	P			

RETENTION CODES (Field 7)

\* - All Audit Requirements Will Be Met  
AC - After Closed, Terminated, Completed, Expired, Settled  
AV - As Long As Administratively Valuable  
CE - Calendar Year End  
FE - Fiscal Year End  
LA - Life of Asset  
MO - Months  
PM - Permanent  
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper  
M - Microfilm  
C - Computer Print-Out  
E - Electronic  
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State  
I - Retain in Agency  
R - Review by State  
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record  
C- Confidential

VITAL CODES (Field 11)

Indicate with an X

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1.3.001	3967	AGENCY PUBLICATIONS	AC+5		AC+5	O	P			FOR NEW PUBLICATIONS PRINTED AT HHS PRINTING, HHS PRINTING SENDS COPIES TO STATE PUBLICATIONS CLEARINGHOUSE/TDH LIBRARY. FOR NEW PUBLICATIONS PRINTED ELSEWHERE, COPIES ARE SENT TO BUREAU OF RESOURCE MANAGEMENT (HHS PRINTING) FOR DISTRIBUTION TO CLEARINGHOUSE/LIBRARY.
3.1.001	487	APPLICATIONS FOR EMPLOYMENT - NOT HIRED	2		2	O	P			MAY CONTAIN CONFIDENTIAL INFORMATION
3.1.014	497	EMPLOYMENT SELECTION NOTES	2		2	O	P	X		MAY CONTAIN CONFIDENTIAL INFORMATION
3.1.019	509	PERFORMANCE JOURNALS	2		2	O	P			MAY CONTAIN CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE.
3.1.020	508	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5	O	P			MAY CONTAIN CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION
3.1.023	511	POSITION/JOB DESCRIPTIONS	US+4		US+4	O	P	X		
3.4.004	5007	OVERTIME AUTHORIZATION	2		2	O	P			
5.3	2688	PROCARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4	O	P			

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